



## IOWA PLUMBING AND MECHANICAL SYSTEMS BOARD INSTRUCTIONS FOR RENEWAL APPLICATION

Completed applications may be submitted with applicable fees to:

Iowa Plumbing and Mechanical Systems Board  
Iowa Dept. of Public Health  
321 E 12th Street  
Des Moines, Iowa 50319

An application is not considered complete and will not be processed until all items have been submitted as required including renewal license fees and late fees if applicable.

- Online applications must be submitted with credit or debit card information.
- Paper application renewal fees must be submitted with check or money order payable to: Iowa Plumbing and Mechanical Systems Board. If submitting a paper application a \$25.00 paper application fee must be included in addition to other applicable fees.

Additional information can be obtained at: [www.idph.state.ia.us/PMSB](http://www.idph.state.ia.us/PMSB) Or by calling: 1-866-280-1521

### Part I – Applicant Information

**Name** – Full name of applicant.

**Mailing Address** – Provide personal and/or business information. Identify which address is to be used for mailing correspondences. The identified address may be listed on [licensediniowa.gov](http://licensediniowa.gov) with license registration information or provided as part of public information requests. Identify if there has been a change in the personal or business address.

### Part II– License Information

SF 427 changes the licensing structure for all licenses issued after 07/01/2014.

- Single HVAC and single refrigeration licenses will be converted to a single HVAC/Refrigeration license
- Licensees holding both an HVAC and a refrigeration license will be converted to a single HVAC/Refrigeration license
- Licensees holding an HVAC and/or refrigeration license and a hydronics license at the same level of either journeyman or master will be eligible to renew into a single license called a mechanical license

### Apprentice Renewal –

To complete an apprentice renewal, update any changes to the US Department of Labor sponsorship information. There are no CEU requirements for apprentice licenses. However, if more than 60 months have elapsed since the start date of your apprenticeship your status will be confirmed with the US Department of Labor prior to issuance of the renewal license.

### Specialty License Renewal –

To complete a Medical Gas Pipe Renewal –

- Select the provider and identify the current certification number and expiration date.

To complete a Hearth Systems, a Service Technician HVAC, Disconnect/Reconnect Plumbing Technician, or Private School or College Routine Maintenance license renewal –

- Select the box for the appropriate license(s)
- Complete the section for continuing education hours “Continuing Education Hours for Journeyman/Master/Specialty License Renewal”

## License Changes for Disciplines

Identify plumbing, HVAC/R (new) , hydronics, mechanical (new) and level of master, journeyman, inactive master/active journeyman or inactive. Identify the license number(s).

- If you currently hold a single HVAC or refrigeration license you will select the box marked HVAC &/or Refrigeration.
- If you currently possess a HVAC &/or refrigeration **and** a hydronics license at the same levels of master or journeyman you will select the mechanical license and qualify to purchase a single license for all mechanical disciplines.

## Continuing Education Hours for Journeyman/Master/Specialty License Renewal

To complete the Continuing Education section, you will need to identify the course name, date of course, course number, and hours of credit for each course. This information can be found on the certificate of completion provided by the course instructor. The Iowa Plumbing and Mechanical Systems Board office does not have this information available for licensees.

The board may conduct an audit of a licensee's license renewal application to review compliance with continuing education requirements per Iowa Administrative Code r. 641—30.5(105).

The requirements for Continuing Education for master and journeyman licenses are as follows:

<b>Single License -</b> Plumbing, HVAC, Hydronics or Refrigeration	<b>8 Total Hours of CEU</b> 2 Hours Safety 2 Hours Code (Applicable Plumbing or Mechanical) 4 Hours Discipline (Must be in current license discipline only.)
<b>Multiple Licenses Renewed Same Expiration Date</b> – Combination of 2 or 3 Mechanical Licenses (HVAC, Hydronics, or Refrigeration)	<b>14 Total Hours of CEU</b> 4 Hours of Safety 2 Hours of Mechanical Code 8 Hours of Discipline Note: Required discipline hours total 8 for the licensee. The 8 hours of discipline CEU's may be obtained from one or any combination of discipline licenses held by the licensee.
<b>Multiple Licenses Renewed Same Expiration Date</b> – Combination of 1 plumbing & 1 or more Mechanical Licenses (HVAC, Hydronics, &/or Refrigeration)	<b>16 Total Hours of CEU</b> 4 Hours of Safety 2 Hours of Mechanical Code 2 Hours of Plumbing Code 8 Hours of Discipline Note: Required discipline hours total 8 for the licensee. The 8 hours of discipline CEU's may be obtained from one or any combination of discipline licenses held by the licensee.
<b>Multiple Licenses Renewed at Separate Expiration Dates</b> –	A licensee who holds licenses with different expiration dates will be required to submit 8 CEU's for each single license. <b>No fee discount will apply.</b> Once CEU credits are applied to the renewal of a single license, the credits will not be eligible for use in renewal of any additional licenses.  <b>8 Total Hours of CEU for each separate license</b> 2 Hours Safety 2 Hours Code (Applicable Plumbing or Mechanical) 4 Hours Discipline (Must be in discipline of the renewal license only.)

**\*Note, if applying for renewal at 366 or more days past the original expiration date, CEU's must be taken on a date that is more than 365 days from the expiration date. Ex: Original license expired 06/01/2011 then CEU's must be taken on or after 06/02/2012. These CEU's will not be eligible to renew any future license other than the current renewal license.**

## Journeyman/Master Renewal by Examination Option –

If a license has lapsed by more than 365 from the original expiration a licensee may renew by providing continuing education hours (see note above) or by sitting for a discipline appropriate examination. This section of the application is to be used for those wishing to renew after completing an examination.

## Screening Questions

All questions must be answered in order for the application to be processed. If you answer “Yes” to any of the questions, your application will be referred to the Plumbing Board for review. You must answer “Yes” even when a conviction or judgment has been deferred or expunged from your record. Please provide any pertinent details with your application.

## Applicant's Signature

Each applicant for licensure is required to submit their application with acknowledgement of the identified perjury statement. An applicant is responsible for the accuracy of the data regardless of whether an assistant completes and submits the applicant's licensure application.

**Fee Information** - Fees apply per discipline. Licenses that expire June 30th, 2014 will be assessed renewal fees based on the fee for expiration date of 07/01/2014 in the table below. Applicants submitting a renewal application prior to the expiration date listed on their license will receive a prorated fee based on their current expiration date.

Expiration Date of License	Apprentice, Inactive & Discipline Specialty Licenses	Medical Gas Pipe	Journey	Master	IM/Active Journey	Contractor
07/01/2014 to 12/31/2014	\$50.00	\$75.00	\$180.00	\$240.00	\$230.00	\$250.00
01/01/2015 to 06/30/2015	\$41.70	\$62.55	\$150.12	\$200.16	\$191.82	\$208.50
07/01/2015 to 12/31/2015	\$33.35	\$50.03	\$120.06	\$160.08	\$153.41	\$166.75
01/01/2016 to 06/30/2016	\$25.00	\$37.50	\$90.00	\$120.00	\$115.00	\$125.00
07/01/2016 to 12/31/2016	\$16.65	\$24.98	\$59.94	\$79.92	\$76.59	\$83.25
01/01/2017 to 06/30/2017	\$8.35	\$12.53	\$30.06	\$40.08	\$38.41	\$41.75
<b>Paper Application Fee</b> - A \$25.00 paper application fee is required for each application submitted. A paper application received without the fee included will be returned as incomplete.						
<b>Multiple License Discount</b> - A “combined license” of more than one active master, contractor, or journeyperson license in one or multiple disciplines held by the same individual will be given a 30% discount on the sum total of the separate license fees. All licenses must be purchased in a single transaction.						
<b>Late Fees</b> – An application postmarked 31 days or more after the license expiration date will be considered late and will not be processed without appropriate late fees.						
Days Late	Fees Due	New Expiration Date		Eligible to Work		
1-30 days	<b>\$0.00 Late Fee</b> + cost of renewal license per discipline	06/30/2017		Yes		
31-60 days	<b>\$60.00 Late Fee</b> + cost of renewal license per discipline	06/30/2017		Yes		
61-365 days	<b>\$60.00 Late Fee</b> + cost of renewal license per discipline	06/30/2017		<b>No</b>		
366 + days	*Cost of renewal license per discipline	06/30/2017		<b>No</b>		

**Social Security Number** – Privacy Act Notice: Disclosure of your Social Security Number is required by 42 U.S.C. § 666(a)(13) and Iowa Code § 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensees, and may be shared with taxing authorities as allowed by law including Iowa Code § 421.18. This item will be found on the last page of the application.